

**Municipality of Strathroy-Caradoc  
Minutes of Council Meeting  
Monday, January 20, 2020**

**Regular Council Session  
6:00 p.m.  
In the Council Chamber  
52 Frank Street, Strathroy**

**1. Roll Call**

**Present:** Mayor Joanne Vanderheyden  
Deputy Mayor Brad Richards  
Councillor John Brennan  
Councillor Larry Cowan  
Councillor Sandi Hipple  
Councillor Frank Kennes  
Councillor Steve Pelkman

Absent with Notice: Councillor Neil Flegel

Also Present:

Fred Tranquilli, Chief Administrative Officer/Clerk  
Ruth Alcaidinho, Deputy Clerk/Insurance Co-Ordinator  
Matthew Stephenson, Director of Building and Planning  
George Elliott, Director of Engineering  
Doug Payne, Manager Human Resources  
Rob Lilbourne, Director of Community Services  
Joe Pilon, Director of IT  
Jennifer Huff, Manager, Building and Planning Services  
Andrew Mirabella, Hemson Consulting Inc.  
Nataliya Kelbas, Hemson Consulting Inc.  
Paul Van Hoof  
Justin Pattyn, Platynum Construction  
Rick and Jamie Looman, Jaslo Properties  
Wayne Turner, Turner Homes  
Justin Tadgell  
Brian Linker  
Jose Ferreira, J.F. Homes  
John Buren, Tandem Building Construction  
Tony Costa, J.F. Homes  
Jaclyn Costa, Synergy Realty and J.F. Homes  
Alexandra Hassen, Doug Tarry Limited  
Mike Dwyer, Dwyer Homes  
Craig Buren, Tandem Building Construction  
Conner Johnstone, Johnstone Homes  
Lynn Dewing, The Banner

## 2. Declaration of Pecuniary Interest

### Motion to Amend Agenda

Mayor Vanderheyden identified the following items to be included on the agenda and asked for a motion to amend the agenda accordingly:

- Development Charges Draft Proposed By-law (re Public Meeting No. 1)
- By-law 06-20 Human Resources Policy, Administration – Code of Conduct Policy for Municipal Employees
- By-law 07-20 Human Resources Policy, Repeal Vacation Policies, By-law 62-07 and adopt the new Human Resources Policy, Leave – Vacation Policy

Moved by Councillor Hipple and Deputy Mayor Richards: **Carried.**

## 3. Public Meetings

### 3.1. Public Meeting No. 1

Statutory Public Meeting regarding Development Charges pursuant to *The Development Charges Act, 1997* to permit the public to review and provide comments on the 2019 Development Charges Background Study, related staff reports and the proposed development charges by-law.

#### 3.1.1. Motion to open the public meeting.

Moved by Baker and Pelkman:

**That:** the statutory public meeting regarding 2019 Development Charges Background Study, for public review and comment, be hereby opened. **Carried.**

#### 3.1.2. Report presented by Director of Building and Planning. (the draft by-law was also provided).

Matthew Stephenson, Director of Building, Planning & Waste Services and Andrew Mirabella, Hemson Consulting Inc., presented the above report as it pertains to 2019 Development Charges background study. Mr. Mirabella explained that a presentation was made before Council December 16<sup>th</sup>, 2019, to present results of analysis in draft form and this meeting will highlight some of the key purposes. The power point presented an overview of the study process, offering various tables on the proposed development charges levied municipality-wide, including the Strathroy service area and Mt. Brydges service area. Mr. Mirabella explained the study arrives at proposed development charges for various types of development; also explaining discounted services and development forecasts. In accordance with statutory requirements, tonight's meeting is offered for public review and comment. It was further explained the 2019 Development Charges draft by-law will be returning for Council's

regular meeting of February 18, 2020 for consideration by Council and shall come into affect for March 2<sup>nd</sup>, 2020. Now accepting all public review comments and information, in following the process for the study.

- 3.1.3.** Comments in support of the proposed development charges.  
**None.**

- 3.1.4.** Comments in opposition to the proposed development charges.

Jacklyn Costa, Synergy Realty and JF Homes Construction referenced the Power point presentation chart information identifying the current charge for residential construction \$12, 205 residential and the proposed charge is almost doubling that fee and feels it is very irresponsible for such a quick jump. Ms. Costa explained the current market is already dealing with inflated building costs and builders are fighting to make it feasible to afford housing. Ms. Costa also commented with respect to commercial/industrial increases and feels this will hurt Strathroy-Caradoc's growth. Ms. Costa urges Council to speak to buyers, builders, trades-men and get a feel of community here and get the facts on what is needed in our municipality. Such a high jump will affect our community detrimentally.

Brian Linker addressed the proposed development charges outlining the proposal is wanting development to pay for development and feels that rate payers can foot some of the bill; explaining that resale homes are tied to the price for new construction homes and are benefitting from home values. Mr. Linker further explained by the time you have a permit and a hole is dug you have already spent \$200,000. This is not a first time buyers market for new homes. It is difficult to find affordable homes in this municipality. Mr. Linker recommended a phased in approach as the new DC charges proposed is quite a jump in fees.

Connor Johnstone, Johnstone Homes commented that the DC cost goes directly to the homeowner. Pointing out commercial space in Mt. Brydges and the need for business and commercial development in Mt. Brydges and that consideration should be put into all Development Charges.

Don Sutherland, Contractor commented a lot of builders already have pre-sold units and this also adds to the HST along with the real estate costs. These costs are quite steep and ultimately will cost the building fifteen to sixteen thousand per unit. Mr. Sutherland recommends DC's be phased in over a period of time for an incremental approach to the costs.

- 3.1.5.** Comments and Questions from Members of Council.

Councillor Kennes referenced the inflationary factor asking if this should be considered for future reviews. Mr. Mirabella advised that this is

allowed for under the Development Charges Act and can certainly look to the wording as this can mitigate some of the longer jumps that are seen now.

Councillor Baker referenced the slide presentation regarding commercial rates referencing the concerns regarding driving commercial business out of the area as pointed by Mr. Johnstone, with suggestion at looking at our closest comparator Middlesex Centre. Mayor Vanderheyden also pointed out that DC charges, including our industrial land charges are reasonably less.

Councillor Pelkman remarked in terms of commercial rates, would not be opposite to suppressing the rates primarily as we are in competition with London; with reluctance of another barrier to negatively affect commercial business expansions. Regarding residential development as these charges are pushed to resale of new homes, the question on how the two dove tale together when we speak to affordable housing and other types of housing.

Councillor Kennes questioned whether every municipality is going through the same study to which Mr. Mirabella explained most municipalities have recently completed the studies because of recent provincial changes.

Councillor Brennan referenced the fact that years ago Council had decided to keep DC rates low with the rationale of drawing investment into the community which didn't prove to attain desired results. As a result, does not feel that this rationale worked and is unsure of favoring anything different to what is in the report.

Councillor Hipple asked what is the reasoning for revisiting the DC Charges to which Mayor Vanderheyden explained there is a review process every five years. Director Stephenson explained and reviewed the DC rates as approved five years ago noting there is 100 acres of Industrial land available for sale.

Mayor Vanderheyden commented that with any expansion there are additional costs of maintaining existing or increasing of hard and soft services for the municipality.

Councillor Kennes also commented about looking at development growth between residential and non-residential commercial growth costs.

**3.1.6.** Motion to close the public meeting.

Moved by Councillors Brennan and Kennes.

**That:** the statutory public meeting regarding 2019 Development Charges Background Study, for public review and comment, be hereby closed. **Carried.**

**3.1.7. Decision/Resolution.**

Moved by Councillor Kennes and Deputy Mayor Richards:

**THAT:** Council receive this report and the public input, as information with respect to the 2020 Development Charges By-law update. **Carried.**

Director Stephenson remarked the purpose of tonight's meeting is to gather all comments and report back to Council, and undertake to advise the building community.

**4.1 Approval of Minutes**

Moved by Councillor Cowan and Deputy Mayor Richards:

**That:** that the following minutes be approved as written:

- Regular Council Meeting Minutes – January 6, 2020. **Carried.**

**5. Communications**

**5.1. Mt. Brydges Lions Club – 42<sup>nd</sup> Annual Farmers Night**

Thursday March 6, 2020 at the Caradoc Community Centre.

**5.2. The Lions Club of Strathroy-Caradoc – “Tree of Light” 2019 Committee**

Letter of appreciation for the event held November 19, 2019 in cooperation with BIA and Chamber of Commerce.

**5.3. Rail Advocacy in Lambton**

Resolution in support of an integrated intercommunity bus service.

Mayor Vanderheyden addressed this communication with regards to inter-community busing service. Council discussed the resolution and favoured support of the resolution with the removal of paragraphs four and six of the resolution as received.

Moved by Councillors Hipple and Kennes:

**That:** Council adopt the resolution in support of an integrated intercommunity bus service as received from Rail Advocacy in Lambton, with the exception of paragraph 4 and 6 of the resolution; revised as follows:

**Whereas:** Transportation Connectivity continues to be a growing problem in Southwestern Ontario and,

**Whereas:** Service reductions in the rail and intercity bus sectors have aggravated mobility of the population in areas west and north of London and,

**Whereas:** The Municipalities of Sarnia, Strathroy-Caradoc, and London have recently received funding from the province of Ontario through the Inter-City Bus program and,

**Whereas:** Sarnia is an International rail border crossing, with the USA, via an underground rail tunnel. Increased travel services from Sarnia eastward to London and beyond as a Southwestern Ontario travel hub, complemented by utilization of Sarnia as an intermodal travel hub, will encourage economic development, and encourage tourism not only in Southwestern Ontario, but also in the state of Michigan and beyond. Port Huron MI is presently served with a daily AMTRAK connection to Chicago and,

**Whereas:** Previous studies have revealed that London is the most sensible and convenient transportation hub for outlying communities needing a connection to rail and bus services to major centers in Southwestern Ontario (SWO) the Greater Toronto and Hamilton (GTHA) area and beyond and,

**Now therefore be it Resolved:** that the municipal councils of Sarnia, Strathroy-Caradoc, London, and other potential connections, work cooperatively towards an integrated intercommunity bus service that will connect with alternate modes of transportation e.g. VIA Rail and Greyhound Bus Lines at London. Such connectivity at this most important transportation hub will be a growth factor in not only economic development, but will be an increased convenience for the residents of Southwestern Ontario as a whole. **Carried.**

#### 5.4. **Lower Thames Conservation – 2020 Preliminary Budget**

Informing the LTVCA Board has adopted the preliminary 2020 Budget and providing 30 days notice of its intention to adopt a final budget and levy; the Municipality of Strathroy-Caradoc's year over year increase of 2.87%.

Moved by Councillors Pelkman and Brennan.

**That:** Item 5.1, Item 5.2 and Item 5.4 be received for information. **Carried.**

#### 5.5. **Middlesex Community Living – Request for Annual Flag raising at Town Hall**

In conjunction with a province-wide initiative recognizing May as Community Living Month with flag raising on Monday May 4<sup>th</sup> 2020 at 9:30am

Moved by Councillor Baker and Deputy Mayor Richards:

**That:** In accordance with By-law 37-17, Flag Raising Policy; this request be received and approved and forwarded to Legal and Legislative Services for action as required. **Carried.**

#### 5.6. **Lower Thames Conservation**

Resolution for consideration by Council supporting the important role Conservation Authorities provide to local communities in delivering watershed management programs.

Moved by Councillors Brennan and Kennes:

**That:**

**WHEREAS** Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years; and

**WHEREAS** Municipalities must work together to ensure resilient and healthy watersheds for residents, and

**WHEREAS** Conservation Authorities will be important partners in concrete and cost-effective initiatives to address climate change,

**THEREFORE BE IT RESOLVED THAT:** the Municipality of Strathroy-Caradoc supports the important role Conservation Authorities provide to local communities in delivering watershed management programs; and that this resolution be circulated to Municipalities, Conservation Authorities and the Provincial Government (Minister of Environment, Conservation and Parks), in Ontario. **Carried.**

## 6. Unfinished Business None.

## 7. Reports from Departments

### 7.1. Building, Planning, By-law and Waste Management – Councillor John Brennan, Chair

#### 7.1.1. Downtown Strathroy Master Plan Update and Community Improvement Master Plan (CIP) Update

Councillor Brennan introduced Director Matthew Stephenson, to speak on the update reports provided on the Downtown Strathroy Master Plan and Community Improvement Master Plan.

Mr. Stephenson recalled the contract award to Public Urbanism on October 7<sup>th</sup> 2019. The report provides Council with some updates on the status of this project and targets for completion dates. A Downtown Summit will be conducted February 4<sup>th</sup> with key stakeholders and the general public, including Council.

Moved by Councillor Hipple and Deputy Mayor Richards:

**THAT:** Report BBP 007-2020 be received for information. **Carried.**

#### 7.1.2. Growth Management and Housing Report (Report 2 of 3)

Councillor Brennan commented that the various reports presented tonight by Planning Services and are important documents respecting growth management and housing. Jennifer Hull, Manager of Building and Planning, presented a power point presentation which outlines anticipated growth and identifying what our next steps are. The report provides a general overview of housing and population related statistics and projections, Council direction of growth management and assessment of residential lands and starting up with an Official Plan review. It is important to determine whether we have a surplus or deficit of lands designated for residential purposes to meet projections over a 20 year time period. The Planner referenced the “missing middle” referencing housing in the \$300,000 mark and in terms of affordable housing.

Councillor Brennan thanked Ms. Huff for the excellent presentation and all the hard work gone into the informative reports presented to Council this evening.

Councillor Pelkman congratulated the planner on the depth of information brought forward in the reports. Noting the report references many one person households with average incomes and whether there are incentives for builders to build multi-residential developments. Also, needing to consider density issues such as excess vehicles, parking and enforcement issues. Councillor Pelkman felt this could potentially be a pivotal moment to take some factors into consideration pertaining to growth.

Mayor Vanderheyden commented growth management and housing is a very wide area and one that many communities are working on, referencing FCM's Making Housing Affordable for All and that perhaps we are needing to look at finding different ways in sustaining the needs for our community. Excellent presentation.

Councillor Hipple commented on the status of some families in the area where adult children have continued or returned, to live with their parents as they cannot afford to purchase homes. Good job on the report.

Councillor Kennes commented this was a good report and while we have much housing which is geared towards seniors whether anything that can be done to give the younger people and families a place to live; possible incentive for builders to build so that people remain in small communities.

Councillor Baker also thanked the Planner for this report, commenting on the need for a mix of housing such as row housing, condo developments mixed with larger housing when looking into future developments and expansions.

Councillor Cowan also commented on the excellent report offering that moving forward, to rethink on how we are doing subdivisions; Council's role in housing and density in terms of growth management; also looking to attract commercial and industrial employment and income with housing affordability.

Councillor Brennan commented the political will is what is necessary to revisit the housing model that we are rather used to and complacent about and make Strathroy-Caradoc a magnet for young families and workers; a community actively trying to provide a community with a comfortable living.

Moved by Mayor Vanderheyden and Deputy Mayor Richards:

**THAT:** Council receive report BBP 009-2020 including the attached 'Municipality of Strathroy-Caradoc Growth Management and Housing Report, December 2019' for information; and,

**THAT:** Council direct staff to proceed with implementing the recommendations Contained within the 'Municipality of Strathroy-Caradoc Growth Management and Housing Report'. **Carried.**



### 7.1.3. North Meadows Secondary Plan – Status Update

Director Matt Stephenson presented the above report noting that Monteith Brown was awarded the contract to undertake the North Meadows Secondary Plan on March 19, 2019 and this report updates Council on the status of this project. The Director reviewed the outline of this plan is to create a well integrated, residential community with a range of dwelling types and densities which could accommodate up to 900 residential units. Phase 1, 2 and 3 are complete. An outline is also offered in the report, with regards to background and technical reports in progress and target dates for completion of draft plan and adoption of final plan.

Moved by Councillors Hipple and Kennes

**THAT:** Report BBP 008-2020 be received for information. **Carried.**

### 7.1.4. Ridge Street Subdivision, Municipality of Strathroy-Caradoc, Westell Developments Inc.

Director Matt Stephenson presented the above report confirming the County of Middlesex had issued a draft plan approval on July 16, 2019 and one of the conditions of draft plan approval is that the developer enter into a subdivision agreement with the Municipality; the agreement is attached for Council's consideration.

Moved by Councillors Kennes and Baker:

**THAT:** the subject report be received for information and;

**THAT:** the Municipality enter into a subdivision agreement with Wastell Developments Inc. regarding the Ridge Street Subdivision, File NO.: 39T-SC1801. **Carried.**

## 7.2. Engineering Services – Councillor Larry Cowan, Chair

### 7.2.1. Tender Award – Stone Town Construction Limited – Park Street Sewage Pumping Station

Councillor Larry Cowan introduced the above report noting a revision to the second part of the recommendation should be Park Street Pumping Station and not Albert St. Pumping Station.

Director of Engineering, George Elliott presented the report outlining the tender was well circulated and received six bids. The Director reviewed the scope of the project which is mainly to take an existing pumping station and refit it with removal of all internals and insertion of a brand new station into it; all built to TSSA compliance.

Councillor Pelkman asked whether there may be significant impact to traffic flow during this project. Director George Elliott advised there may be some impact as pumping will occur in two to three manholes.

Moved by Mayor Vanderheyden and Councillor Brennan:

**That:** the motion be revised to read as follows:

1. **THAT:** Council receive Report EPW 20-001 regarding the tender award for the upgrades to the Park St Pumping Station, and
2. **THAT:** Council award the Park St. Pumping Station upgrade contract to Stone Town Construction Limited in the amount of \$1,212,872.00 excluding HST. **Carried.**

Moved by Councillor Pelkman and Deputy Mayor Richards:

1. **THAT:** Council receive Report EPW 20-001 regarding the tender award for the upgrades to the Park St Pumping Station, and
2. **THAT:** Council award the Park St. Pumping Station upgrade contract to Stone Town Construction Limited in the amount of \$1,212,872.00 excluding HST. **Carried.**

### 7.3. Chief Administrative Office – Mayor Joanne Vanderheyden, Chair

#### 7.3.1. HR Report 01-20 Code of Conduct Policy

Chief Administrative Officer, Fred Tranquilli introduced the reports from Human Resources referencing that the existing Administrative and Personnel Management Policy contains a number of policies, to which the strategy from HR is to carve out stand alone issues and allow us to deal with each individually, rather than revise an entire policy.

Manager Doug Payne explained March 1<sup>st</sup> 2019 council passed a Code of Conduct Policy for Council and Board Members, and similarly should have one for staff. The Code of Conduct Policy for employees identifies the mission of the municipality and support for staff in the day to day business and decision making. Manager Doug Payne explained externally a code serves three important purposes: compliance, marketing and risk mitigation. Councillor Kennes commented the FAQ' forming part of this policy, is good footing to work from.

Moved by Councillors Hipple and Kennes:

**THAT:** Council adopt the new Code of Conduct Policy and Code of Conduct FAQ for all employees of the Municipality of Strathroy-Caradoc. **Carried.**

#### 7.3.2. HR Report 02-20 Vacation Policy

Manager Doug Payne advised that as indicated with the previous report, HR will be bringing different reports to Council as the entire Administrative and Personnel Management Policy is being updated. Vacation policies help to create work-life balance and is a key part of our attraction and retention strategy. Having a clear policy to extend to all employees and to help manage vacations fairly and effectively.

Moved by Councillors Pelkman and Brennan:

**THAT:** Council repeal the vacation provisions in the Administration and Personnel

Management Policy (By-law 62-07), and  
**THAT:** Council adopt the new Vacation Policy for non-union staff as outlined in the attached report. **Carried.**

## 8. Reports from Boards and Committees

- 8.1. Lower Thames Conservation Authority Meeting Minutes – December 12, 2019
- 8.2. Tri- Township Arena Meeting Minutes – December 18, 2019

Moved by Councillor Kennes and Deputy Mayor Richards:

**That:** the reports from boards and committees be received for information. **Carried.**

## 9. Consideration of Bylaws

### 9.1. By-law 04-20

Moved by Councillors Baker and Kennes:

**That:** the following by-law receive first, second and third and final reading:

#### **By-law 04-20**

Being a by-law to authorize the execution of a subdivision agreement between the Corporation of the Municipality of Strathroy-Caradoc and Wastell Developments Inc. **Carried.**

### 9.2. By-law 05-20

Moved by Councillors Cowan and Kennes:

**That:** the following by-law receive first, second and third and final reading:

#### **By-law 05-20**

Being a by-law to provide for Interim Levies for the Year 2020 for the Municipality of Strathroy-Caradoc. **Carried.**

### 9.3 By-law 06-20

Moved by Deputy Mayor Richards and Councillor Brennan:

**That:** the following by-law receive first, second and third and final reading:

#### **By-law 06-20**

Being a by-law to establish a new Municipality of Strathroy-Caradoc Human Resources Policy, Administration – Code of Conduct Policy for Municipal Employees. **Carried.**

### 9.4 By-law 07-20

Moved by Councillors Cowan and Baker:

**That:** the following by-law receive first, second and third and final reading:

#### **By-law 07-20**

Being a by-law to repeal the vacation provisions in the Administration and Personnel Management Policy By-law 62-07p and Adopt the New Municipality of Strathroy-Caradoc Human Resources Policy, Leave – Vacation Policy. **Carried.**

## 10. New Business None.

## 11. County Council Report

Deputy Mayor Richards advised the next regular County Council meeting is January 28<sup>th</sup>, 2020.

## 12. Enquiries or Comments by Members

Councillor Cowan made reference to concerns regarding turf damaged by sidewalk plows to which Director George Elliott assures the works crews will be out to repair any such areas.

Councillor Pelkman commented on the recent heavy snow fall and it was good to see so many neighbours out working together to clear snow in their neighbourhoods.

Councillor Hipple thanked the Strathroy-Caradoc Fire Department for their work jumping from one fire call to another in a short while. Councillor Hipple also thanked Councillor Cowan for his assistance in dealing with a homeowners' concern regarding drainage and to Directors for their quick response.

Deputy Mayor Richards offered a reminder on the over night parking ban for the winter months in order to permit snow clearing of our streets.

Councillor Brennan commented on the trends that Council sees and in particular, the kind of community to build for the future with entry level housing that is accessible for all; that Council will work hard to stand out in that area regionally, and that people take notice of Strathroy-Caradoc as accessible and affordable for all. Councillor Brennan commended the members of Building and Planning working together to provide such excellent reports.

Councillor Kennes thanked our crews and services for getting us through rain one weekend and heavy snow the next weekend.

Councillor Baker referenced the comments made by developers respecting development charges while in this same evening we have spoken about the issues with affordable housing and we need to be cognisant of this; referencing the comments by Councillor Brennan to be a leader in the planning of our community. Councillor Baker also referenced the sidewalk plows and snow clearing and the onus on homeowners to assist with clearing of snow from sidewalks along the frontage of their property.

Mayor Vanderheyden expressed thoughts are with the residents of Newfoundland – Labrador dealing with extreme winter conditions at this time. The Mayor advised she will be attending the AMO Health Task Force in Toronto tomorrow morning; the Mayor's State of Union Address in London on Wednesday as well as Middlesex Community Living Board Meeting in the evening. County Council will meet Thursday of this week. The statistics and information brought forward to Council tonight, presents to Council what we need to work on. The Mayor commented that we live in a great community and we are on the right path because we are thinking and working to move things forward. Thank you to staff and everyone for all the work on Council's behalf.

## 13. Schedule of Meetings

- Regular Council – Monday February 3, 2020 at 6:00 p.m.
- Regular Council – **Tuesday**, February 18, 2020 at 6:00 p.m.

- Regular Council – Monday, March 2, 2020 at 6:00 p.m.
- Regular Council – Monday, March 16, 2020 at 6:00 p.m.
- Council Workshop – **Saturday**, March 21, 2020 at 9:00 a.m.

#### **14. Adjournment**

Moved by Councillor Kennes and Hipple that the meeting adjourn at 8:28pm. **Carried.**